



City of San Antonio

## TRANSPORTATION AND CAPITAL IMPROVEMENTS

### ADDENDUM No. 1

#### FORMAL REQUEST FOR COMPETITIVE SEALED PROPOSAL (RFCSP)

**PROJECT NAME:** FIRE STATION # 18 REPLACEMENT, Project No. 40-00015

**DATE:** January 21, 2016

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This addendum is separated into sections for convenience; however, all contractors, subcontractors, material men, and other parties shall be responsible for reading the entire addendum. The failure to list an item or items in all affected sections of this addendum does not relieve any party affected from performing as per instructions, providing that the information is set forth one time any place in this addendum. These documents shall be attached to and become part of the Contract Documents for this project. The contractor shall be required to sign an acknowledgement of the receipt of this addendum and submit with their proposal package.

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#### **I. Proposal Deadline Extension**

All proposals shall be received in the Office of the City Clerk **NO LATER THAN 11:00 AM ON TUESDAY, February 9, 2016** at the address indicated below. Any proposal received after this time shall not be considered.

#### **Physical Address:**

Office of the City Clerk, Attn: Transportation and Capital Improvements/Contract Services  
100 Military Plaza  
City Hall  
San Antonio, Texas 78205

Please utilize the revised "RFCSP Required Forms" Attachment, dated 1/21/16. This attachment has been updated to reflect the new bid opening date.

#### **II. Extension for Deadline for Submission of Questions**

The deadline for submission of questions has been extended to 4:00 P.M. on January 29, 2016.

#### **III. Number of Printed Copies**

The number of printed copies of the submittals has changed from five (5) to six (6) copies. One unbound original is still needed, along with six copies.



## FORM 2

### SUBMITTAL CHECKLIST AND TABLE OF CONTENTS

The materials and information listed on this checklist shall be submitted as part of the submittal. Failure to submit any of the requested materials or provide adequate explanation may eliminate the submittal from consideration.

Materials shall be included in the submittal in the order identified on the checklist. Respondent shall indicate the corresponding page numbers in the space provided hereon.

Page No.	Form No.	Form Title
	No Form	Executive Summary
	Form 1	Proposal Cover / Contract Signature Page – Indexed and labeled as Tab “1”
	Form 2	Proposal Checklist (Table of Contents) – Indexed and labeled as Tab “2”
	Form 3	Discretionary Contracts Disclosure Form – Indexed and labeled as Tab “3” in the original submittal only
	Form 4	Litigation Disclosure Form – Indexed and labeled as Tab “4”
	Form 5	SBEDA: Subcontractor/Supplier Utilization Plan- Indexed and labeled as Tab “5” in the original submittal only
	Form 6	Price Proposal & Unit Pricing Form – Indexed and labeled as Tab “6” in the original submittal only
	No Form	Proposal Guarantee (Bid Bond) – Indexed and labeled as Tab “7” in the original submittal only
	No Form (Document attached hereto)	Comments to General Conditions for City of San Antonio Construction Contracts – Indexed and labeled as Tab “8”
	No Form	Proof of Insurability – Indexed and labeled as Tab “9”
	No Form	Letters of Reference – Indexed and labeled as Tab “10”
	No Form	<p><b>Statement of Qualifications:</b></p> <p><b>Criteria A:</b></p> <ol style="list-style-type: none"> <li>1. Experience - Indexed and labeled as Tab “11”</li> <li>2. Project Sheets – Indexed and labeled as Tab “12”</li> <li>3. Proposed Key Personnel/Organizational Chart – Indexed and labeled as Tab “13”</li> <li>4. Resumes – Indexed and labeled as Tab “14”</li> </ol> <p><b>Criteria B:</b></p> <p>Project Understanding and Proposed Management Plan Indexed and labeled as Tab “15”</p> <p><b>Criteria C:</b></p> <ol style="list-style-type: none"> <li>1. Team’s Experience with San Antonio Region Issues – Indexed and labeled as Tab “16”</li> </ol>
	No Form	Signed Addenda Acknowledgement forms- Indexed and labeled as Tab “17”
<p>Submission includes: one (1) <b>original unbound</b> Qualification Statement signed in ink, six (6) printed copies of the submittal, as well as one (1) Adobe PDF version of entire submittal on a CD. Check Here: _____</p>		

## FORM 3

### City of San Antonio DISCRETIONARY CONTRACTS DISCLOSURE\*

*\*For use of this form, see [Section 2-59 through 2-61 of the City Code \(Ethics Code\)](#)  
(Attach additional sheets, if space provided is not sufficient)*

Discretionary Contracts Disclosure Form may be downloaded at:

<https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf>

Instructions for completing the Discretionary Contracts Disclosure form are listed below:

1. Download form and complete all fields on the form. Note: All fields shall be completed, prior to submitting the completed form.
2. Click the "Print" button and place the copy in submittal response, as indicated in the Submittal Checklist. Completed forms shall not be submitted electronically.

## FORM 4

### LITIGATION DISCLOSURE

**Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.**

1. Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes  No

2. Have you or any member of your Firm or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for the City of San Antonio or any other Federal, State or Local Government, or Private Entity?

Yes  No

3. Have you or any member of your Firm or Team to be assigned to this engagement been involved in any claim or litigation with the City of San Antonio or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Yes  No

**If you have answered “Yes” to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.**



City of San Antonio

## TRANSPORTATION AND CAPITAL IMPROVEMENTS

RECEIPT OF ADDENDUM NUMBER(S) 1 IS HEREBY ACKNOWLEDGED FOR THE FIRE STATION  
#18 REPLACEMENT, PROJECT NO: 40-00015  
FOR WHICH PROPOSALS WILL BE OPENED ON FEBRUARY 9, 2016

**\*\*\*THIS ACKNOWLEDGEMENT MUST BE SIGNED AND RETURNED WITH  
THE PROPOSAL PACKAGE.\*\*\***

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name/Title